AS partners
Certified Practising Accountants

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ABN 21 109 303 814

PO Box 95 Burwood VIC 3125
1414 Toorak Road Camberwell VIC 3124

2010 YEAR END CHECKLIST FOR BUSINESS TAX CLIENTS

DETAILS REQUIRED **YES/NO**

1. MYOB/Quickbooks File

   - Provide: Backup File, Transfer File or Accountants Copy
   - Provided On: AS Partners Secure Website, Email or CD

   Version Number ________________Password________________________ ☐

   AS Partners Secure Website – Have you registered?

2. 2010 Tax refund, if applicable, to be banked into the following Business Bank Account: ☐

   Account Name____

   BSB__________________Account Number___________________________

3. Bank Statements for all business accounts or Bank Reconciliation Summary as at 30th June 2010 including 30th June Bank Statement. ☐

4. Loan Statements for borrowing (existing and new) incurred by the business. ☐

5. Contracts for acquisitions of major items of plant, equipment and vehicles. ☐

6. Hire Purchase/Chattel Mortgage or Lease Documents. ☐

7. Investment Allowance: ☐
   - Any new assets purchased?
   - If financed, provide CHP, Chattel Mortgage or Lease documents.

8. Details of Investments bought or sold during the year, eg. Shares, Managed Funds ☐

9. Wages Records to include PAYG Annual Summary and copies of all PAYG Summaries issued to employees. ☐

10. Workcover Declaration and Certificate Return. ☐

11. Review 2009 Depreciation Schedule and highlight items that are obsolete. ☐

YES/NO

12. Closing stock figure as per your stock take as at 30th June 2010.

13. Details of your Trade and Non Trade Creditors as at 30th June 2010, not required if maintained by a computerised system. If computerised, ensure is reconciled.

14. Details of your Trade and Non Trade Debtors as at 30th June 2010, not required if maintained by a computerised system. If computerised, ensure is reconciled.

15. Fringe Benefits - Motor Vehicle Declaration.

16. Dividend Notices relating to Dividend Income received during the year.

17. Statement of Distributions cash account and tax statement, relating to Income from Managed Fund.

18. Rental Income annual statement and details of expenses including interest to bank.

19. Contracts of Purchase/Sale of properties and Statement of Adjustments.

20. Term Deposits/Commercial Bill Statements.

21. Annual Statements from Agri Business Investments.

22. Any other information suitable in assisting with preparation of return.

23. Items relating to Personal Returns
    a. Private Health Insurance – Tax Statement
    b. Medical Expenses Summary from Medicare and Private Health Insurance, including Pharmacy expenses if greater than $1500.
    c. Dividend and Distribution Statements
    d. Details of Purchase or Sale of Shares and Properties.
    e. Details of Children/Dependants – names and date of birth.
    f. Rental Income/Expense details.
    g. Details of children born last year.
    h. Education Tax Refund
    i. Family Tax Benefit.

<u>Additional Services</u>

- AS Partners Secure Website ☐
- Business Insurance ☐
- Tax Audit Insurance ☐
- Business Benchmarking ☐
- Financial Planning ☐